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WESTFIELD CITY CLERK

City of Westfield

Council On Aging

Annual Meeting

May 9, 2016

City Hall, Room 201

59 Court Street, Westfield, MA

I. In the absence of the Chair, the meeting was called to order by Vice Chair, Barbara Sokolowski, at 1:00 p.m.

The following Board Members were present: Cynthia Lee Andersen, Elizabeth Boucher, Alice Dawicki, James V. Liptak, Barbara Sokolowski and Barbara Taylor. Also present were Tina Gorman, our Executive Director and Councilman, Ralph Figy.

II. Upon Motion duly made by Elizabeth Boucher and seconded by Alice Dawicki, it was unanimously:

VOTED: to approve the minutes of the April 11, 2016 Board Meeting with 2 corrections.

**III. Public Participation:** a member of the audience asked about the smoking policy for the Senior center. Ms. Gorman stated that the topic is on the Agenda so any questions will be answered at that time.

**IV. Items for Discussion/Information:**

- A. Mr. Liptak gave an update regarding the HVES (Highland Valley Elder Services). 1. Each HVES Board member is expected to fundraise \$250. This policy met with some opposition as some of the Board members are on limited incomes and they do not ask for the reimbursement of their mileage. For some of the members who live at a distance, that totals \$600 per year. They feel that is their donation. 2. The HVES Board meeting to be held at the Westfield Senior Center this year was cancelled due to inclement weather. HVES won't be able to schedule another meeting in Westfield until maybe the fall. 3. At the Board meeting Ms. Sorrell talked about the Ombudsman Program explaining that the major focus is the patient in the nursing home. 4. Nancy Maynard, the Associate Director is retiring at the end of June so they will need a replacement. 5. HVES has chosen a new auditor, Adelson & Company, P.C. at the cost of \$25,000 per year. 6. The

Personnel Committee has begun their Executive Director evaluation. 7. Mr. Liptak attended the Nutrition meeting on Wednesday. The meals have been rated average or above average. At the meeting they offered a really good sample of some trout. They are still looking for a part time nutritionist and a relief cook. Upon Motion duly made by Alice Dawicki and seconded by Elizabeth Boucher, it was unanimously

VOTED: To accept the HVES report as presented by James V. Liptak.

- B. Ms. Gorman then reported on our HVES Board representatives. We are allotted 3 representatives on the Board who serve staggered terms. Our current representatives are James V. Liptak, Marion Kraus, and Bill Tatro. Ms. Kraus has tendered her letter of resignation effective the end of June, 2016. There is one year left on her term. She has done an outstanding job at HVES. She was on the HVES Board for 7 years and is a past Chair. The HVES Board does not meet in the summer. Ms. Gorman will put an article in the Voice of Experience newsletter letting it be known that we need a HVES representative. It is really helpful when one of the HVES representatives is also a member of our Board. Ms. Gorman asked Mr. Liptak if HVES has gotten further in their stated goal of restructuring their Board. He said they do not have a definitive plan yet.
- C. The next item on the Agenda was an update regarding the Senior Center Smoking Policy. Ms. Gorman is sending a letter to the Mayor today. She explained that if we set the policy ourselves it would not be easily enforceable. In order to have the City enforce our policy we have to follow a process to amend the City ordinance to ban smoking at the Senior Center. That type of vote will need 2 readings at the City Council so it will take some time.
- D. Ms. Gorman then gave an update regarding the Senior Center Gift Shop. Ms. Gorman and our Program Director, Mary Lou Niedzielski, met with the volunteer who will be helping with the Gift Shop. The Shop will start small and then expand. Right now they will not order display cabinets, they will use regular tables. They will be open 2 mornings per week possibly in July and August. They are planning the grand opening for July 13, 2016.
- E. Ms. Gorman distributed a copy of the Council on Aging 2017 City Budget dated March 11, 2016. Ms. Gorman explained that this is just a starting point. She has reviewed it with Happy Daley and Deb Strycharz of the Auditing Department and the Mayor. It is difficult because we have not had the

new Senior Center open for a full fiscal year. She used the figures for the Holyoke Senior Center and our first 5 months in operation to come up with the best estimate for our facility. Ms. Gorman made a point to note on the City Budget all the positions we fund through the State Grant and she also listed our nurse, Nancy Jo Renna funded by Noble Visiting Nurse and Hospice.

**V. Items for Action.**

**A.** Elizabeth Boucher, Chair of the Nominating Committee offered the following slate:

Chair:	James V. Liptak
Vice Chair:	Barbara Sokolowski
Secretary:	Cynthia Lee Andersen
Treasurer:	Barbara Taylor

There being no further nominations from the floor, the Vice Chair declared the nominations closed. Upon motion duly made by Elizabeth Boucher and seconded by James V. Liptak, it was unanimously

**VOTED:** that the Secretary cast one ballot on behalf of all the Board members to elect the slate of officers as presented by the Nominating Committee.

**B.** Ms. Gorman reminded the Board that once a year a Signature Authorization form must be signed to authorize Ms. Gorman to sign contracts on behalf of the Council On Aging. The Signature Authorization Form was then completed and signed by all the Board members present authorizing Ms. Gorman to sign contracts on behalf of the COA.

**VI. Ms. Gorman, then presented the Director's Report, copy attached:**

**Review of Programs:**

There was a presentation by the Mass Senior Action Council on Thursday, April 28, 2016 at 12:45 p.m. at the Senior Center. Unfortunately, the turnout was disappointing. They are looking at re-evaluating the time of day, the topic and the fact the group is primarily based in Springfield.

We have had another WTA/COA success story. We partnered with business students at WTA to provide 2 computer sessions free of charge to the seniors. We had positive feedback from

those who took one or both classes. We received lots of promotion from the Westfield News and the Republican.

Computer support tutorials are held at the Senior Center Mondays from 10 a.m. to noon. Sessions are booked through the end of May. Things are going swimmingly.

The Senior Options 2016 was held at the Senior Center April 21, 2016 from 10 a.m. to 2 p.m. We had a record breaking 445 participants (our average was generally 200) and 50 vendors (our average was 35-40). The Massachusetts Department of Transportation distributed 150 E-Z Pass Transponders. The Department felt it was well worth their time to participate. They offered to come to our Senior Center again about a month before the toll transition occurs. That event will be open to the public. The piano playing in the fireside lounge was well received. We need better signage for the vendors and Art Show in the Creativity Center. Minor adjustments for next year will be made. We are hoping to borrow some velvet ropes for crowd control. It was suggested that Amelia Park had some.

Police training was held at the Senior Center the morning of Saturday, May 7, 2016. The topic was Construction Zone Safety. The presenters were Officer Larry Valliere and Councilor Dan Knapik. There were approximately 30 in attendance and many officers were visiting the Senior Center for the first time.

#### **Upcoming Programs:**

The Volunteer Recognition Breakfast is being held at Tekoa on Thursday May 12, 2016. Approximately 90 people are scheduled to attend. The Senior Center will open for the day at 1 p.m. for Art Unlimited Class, "Billiard Bombers" Pool League and the Bridge Group.

The Sarah Gillett Annual Meeting will be held at the Senior Center on Thursday, May 12, 2016 from 3:45 to 5:15. Eight grant recipients will be in attendance with display tables set up on stage, including Fran Aguda for our Companionship Program and Elaine Lees for Art Unlimited Class. The Director and Program Director will give tours of the Senior Center prior to the business portion of the meeting. The Sarah Gillett organization also gave a contribution to our Friends Group Capital Campaign.

The Community Connections Legislative Luncheon hosted by Representative John Velis will be held at the Senior Center on Monday, May 16, 2016. The special guest is Representative Denise Garlick, Chair, Joint Committee on Elder Affairs. This is a ticketed event with tickets at \$3. Tickets must be purchased in

advance. Ms. Gorman had a chance to meet Ms. Garlick previously and is looking forward to her talk at our Senior Center. She is only visiting certain centers. Ms. Gorman is hoping we have 100 people attending and she would like as many Board members to attend as possible. We have only sold 50 tickets so far so please spread the word.

Our Mother's Day "Young at Heart" Luncheon will be held at the Senior Center on Thursday, May 26, 2016. We have sold 90 tickets so far. Our capacity is 112.

Ms. Gorman gave a report regarding the fitness class signups for next session. Signups and Release of Liability Forms were done by the Program Director, Activities Aide and Director for the first morning of signups. They had approximately 20 people waiting in line in the rain when the Senior Center opened at 8:30 a.m. The 2 Chair Yoga classes were filled by 9:15 a.m. They will consider adding another Chair Yoga class, depending on instructor availability. The people on the waiting list would be offered the class first. They discontinued "Keep It Moving, Level 1" and replaced it with a weekly "A Balancing Act" class at a different time. Both the title and the days and times were well received. When they finish a session they try to keep a week free in case the instructors need to schedule a makeup class.

Elizabeth Boucher commented to Ms. Gorman: "we have a whole different Senior Center. You have done an amazing job." Ms. Gorman replied that it is nice to have a Program Director plus the radio show helps get the word out about the activities at the Senior Center.

One of the Board members asked how the Shred Day went for Citizens' Scholarship. It was very busy. Next year they hope to have 2 trucks and will plan the traffic patterns for the vehicles better.

Ralph Figy mentioned that he spoke with a music professor from Westfield State University. The professor would be interested in having some of the students play during lunch.

VII. Vice Chair Barbara Sokolowski reminded us that our next meeting is Monday, June 13, 2016, at 1:00 p.m., City Hall, in Room 201.

VIII. There being no further business to come before the Board, upon Motion duly made by Elizabeth Boucher and seconded by Barbara Taylor, it was unanimously

VOTED: to adjourn at 1:40 p.m.

A true record.

List of Exhibits:

1. Agenda
2. Westfield Council On Aging FY 2017 City of Westfield  
Budget dated March 11, 2016
3. Director's Report

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Cynthia Lee Andersen-Secretary